

Calendars

Opening the Calendar

To open Team Calendars, click '**Calendars**' in the top bar.

The Team Calendar main menu screen opens.


On this page:

- Opening the Calendar
- Adding to the Calendar
- Including Calendars on a Confluence Page
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Adding to the Calendar

Adding events to the calendar can be done by clicking '**Add Event**' in all views, or by clicking on the calendar day in the month and week views.

You'll be prompted to enter the title, time and other details. It will immediately appear on the calendar.

 You can also click and drag on the calendar to select a range of days in the month and week views. Learn more by reading [Adding Events to a Team Calendar](#).

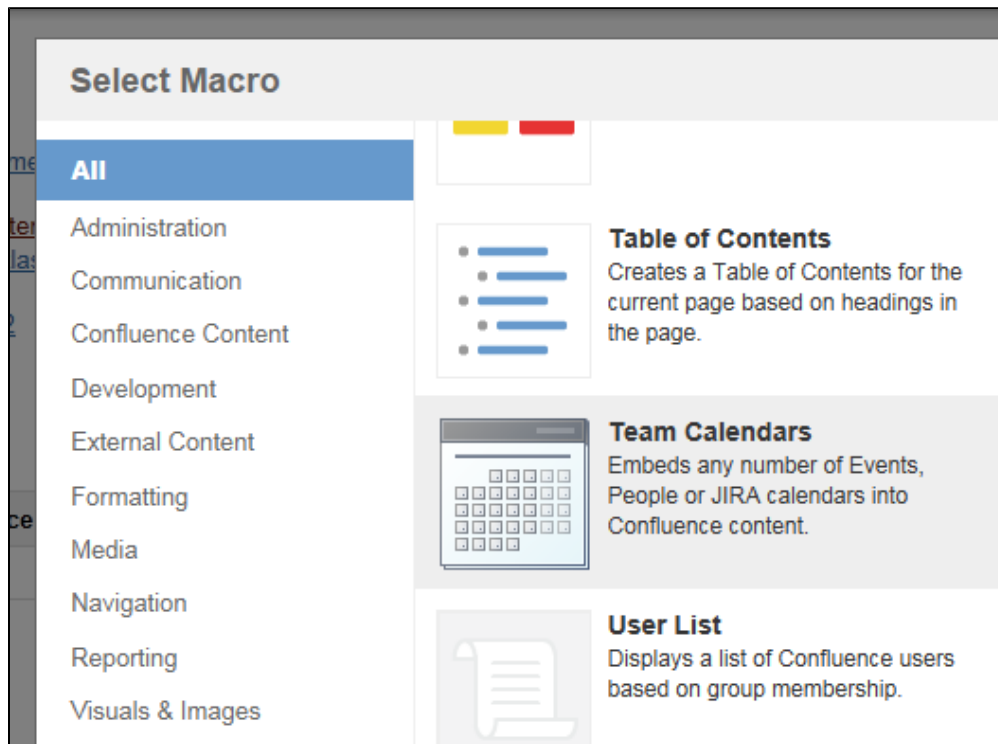
Searching for Calendars

Searching for Calendars can be done when adding a new calendar. To do this, go to '**Add Calendar**' and select '**Existing Calendar**'. From there you can search or browse popular calendars.

Including Calendars on a Confluence Page

Usage with the Macro browser

While editing a page, click '**Insert**' > '**Macro**' > '**Team Calendars**'.



The Macro Browser will prompt you to enter parameters for the macro.

Insert 'Team Calendars' Macro

Preview

Today

◀

▶

May 2011

Add Event

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|--------------|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | Edwin Dawson | | |

Refresh

Embeds any number of Events, People or JIRA calendars into Confluence content.

Calendar *

Tech Writing Team Leave Calendar x

Start typing for calendar suggestions

View

month

Width (px)

If no width is specified, the calendar will be inserted at full width.

Back

Insert

Cancel

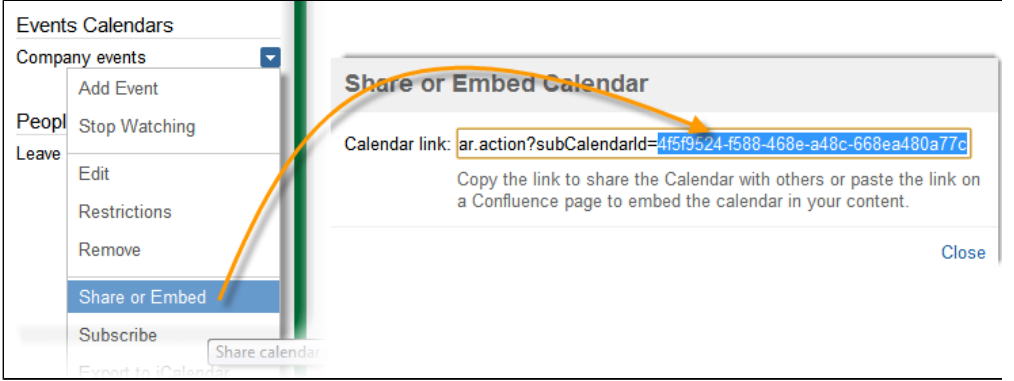
Select the calendar you want to display, the type of view and click 'Insert'.

Usage with wiki markup

Example:


```
{calendar:id=4f5f9524-f588-468e-a48c-668ea480a77c,49221951-cca9-424f-b1ee-42ec44452bcc|defaultView=month|width=400}
```

| Parameter name | Required | Default | Parameter description and accepted values |
|----------------|----------|---------|---|
|----------------|----------|---------|---|

| | | | |
|-------|-----|--|---|
| id | Yes | (None) | <p>One or more calendar IDs, separated by commas.</p> <p>To find out the ID for a calendar:</p> <ol style="list-style-type: none"> 1. Click User Menu > Calendar. 2. Click the drop-down menu next to a calendar, and then click Share or Embed. A dialog appears with the link to the calendar. 3. The last bit of the link contains the ID of the calendar. For example: <a href="http://<your_site_url>/calendar/previewcalendar.action?subCalendarId=4f5f9524-f588-468e-a48c-668ea480a77c">http://<your_site_url>/calendar/previewcalendar.action?subCalendarId=4f5f9524-f588-468e-a48c-668ea480a77c |
| | | |  |
| View | No | list | <p>Available values:</p> <ul style="list-style-type: none"> • list • week • month • upcoming |
| width | No | The width of the element in which the calendar is displayed. | Width of the calendar in pixels. |

The calendar appears on the page.

Dashboard > People > Edwin Dawson > ... > Calendar Page for Tech Writing



Calendar Page for Tech Writing

1 Added by [Edwin Dawson](#), last edited by [Edwin Dawson](#) on May 31, 2011 ([view change](#))

Please check the calendar below for Tech Writing leave dates:

Today
◀ ▶
May 2011

| Sun | Mon | Tue | Wed |
|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 |

Restricting access to Calendars

Calendars are available for all to view and edit. Remember to restrict view and edit permissions to your calendar if you do not wish certain people to see or edit your calendar.

Open 'Calendars' from the top bar. In the right column, where the calendars are listed, click on the down arrow next to the calendar you wish to restrict access to.

Click on Restrictions.

Restrict viewing or editing to certain people and/or groups.